



Current FACts

FAC News to Use

April 3, 2014

FAC Spotlight: One Cabinet Employee Helping Another

*DFSS' Brian Saucier Pulls Neighbor's Husband
from Burning House*

Saturday morning started out rather uneventful for Brian Saucier, the Mechanical Maintenance & Operations Supervisor for the Transportation Cabinet Office Building. That changed a little after 10 a.m. when he heard some loud pops outside, which turned out to be several small explosions in his neighbor's house across the street.

Brian ran across the street and found Dennis Dickerson near the front door. Dickerson was unresponsive and Brian was able to pull him outside to safety. His wife Judy Dickerson, an employee with COT, was away at a conference and not at home when the fire broke out.



Brian Saucier, MM&O
Supervisor with the Dept. for
Facilities and Support Services.

Frankfort Fire Department Chief Eddie Slone commended Brian's actions saying his quick actions will "directly impact the outcome of" Dickerson's recovery.

Dennis Dickerson is in the hospital and is expected to fully recover from his injuries.

"I just want to say we are blessed in the Finance Cabinet to have employees like Brian, who are willing to help others," said Sec. Lori Flanery. "Our thoughts and prayers are with Judy and her family and are hopeful Dennis will make a full recovery."

"I encourage our Finance family to help the Dickerson's in any way they can as the family will need support while working their way through this trying time."

Personnel Board Member Election Soon

Classified Employees Urged to Run for Two Open Seats

Now's your chance to get involved and be a part of the Personnel Board.

On June 13, 2014 two classified employee members will be elected to the Kentucky Personnel Board to replace members whose terms expire on July 1, 2014.



Image by Stuart Miles, from
FreeDigitalPhotos.net.

If you are a classified employee covered by the classified service regulations under KRS 18A and you're interested in becoming a candidate for election to these positions, you need to notify the Personnel Board in writing.

Written notification must be notarized, and must include the candidate's name, address, unique personal identification number, job classification, length of state employment, and the name and address of his/her current employer. Any notification which does not contain all of the above items will be considered invalid since each is required by KRS 18A.0551(1)(b).

Candidates can mail or hand-deliver their written notification to the Personnel Board, 28 Fountain Place, Frankfort, Kentucky 40601. That office is open each weekday between 8:00 a.m. and 5:00 p.m. (EDT). Notification must be received no later than close of business on May 15, 2014.

Voting instructions and the ballot listing all qualifying candidates will be mailed to each classified employee's home address (as listed in his or her official personnel file) on or about May 23, 2014. If your address is incorrect as typed on the last personnel action you received, contact your personnel office immediately to have it corrected. Otherwise, you may not receive your ballot.

Important Note: Supervisors of employees without internet or email access must ensure appropriate dissemination of this information.

Questions concerning these procedures should be directed to (502) 564-7830.

How to Help the Dickersons

The Dickersons lost everything in the fire, including Sophie, the family's dog. They will have many needs in the coming months, not the least of which is financial support.

Anyone interested in donating money or items to Judy and her family may contact Kim Meyer with COT at Kim.Meyer@ky.gov.

Back by Popular Demand...Skin Cancer Screenings

Back by popular demand, free skin cancer screenings will be available in April for all Commonwealth employees. These quick, easy screenings will be conducted by board certified physicians at the First Onsite Employee Care Clinics in Frankfort.

Appointments are recommended, but walk-ins are welcome.

According to the American Cancer Society, more than 76,600 cases of melanoma, the most serious type of skin cancer, were diagnosed in 2013. One in five Americans will develop skin cancer in the course of a lifetime.

Early detection and preventative screenings are strategies outlined in Gov. Steve Beshear's "kyhealthnow" initiative, a plan that seeks to aggressively improve the health habits of all Kentuckians. One goal of the new initiative includes reducing Kentucky cancer deaths by 10 percent.

Skin cancer is the most common form of cancer in the U.S. and one of the easiest to prevent. So schedule your screening today!



Call to schedule your appointment.

Or visit <http://firstonsitefrankfort.com>

Wednesday, April 9	Wednesday, April 16	Wednesday, April 23	Wednesday, April 30
Capitol Annex	CHFS	Capitol Plaza Tower	Transportation Bldg
8:30 - 11:40 a.m.	1 - 4:30 p.m.	1 - 4:30 p.m.	8:30 - 11:40 a.m.
564-3333	564-5555	564-3444	564-4444

Personnel Matters Personnel Matters Personnel Matters

Political Activity Guidelines for Classified and Unclassified Employees

Spring has sprung and along with flowers blooming, soon yard signs will pop up as elections draw near. Please review the following guidelines regarding what political activities are permissible and prohibited for classified and unclassified state employees.

Supervisors, please make sure that employees without access to a computer get a copy of the guidelines.

Political Activity Guidelines For Classified (Merit) Employees

KRS 18A.140: No person shall be appointed or promoted to, or demoted or dismissed from, any position in the classified service, or in any way favored or discriminated against with respect to employment in the classified service because of his/her political or religious opinions or affiliations, or ethnic origin, sex or disability. No person age forty (40) or over shall be discriminated against because of age. Favoritism or discriminatory treatment in Merit System employment, on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, ancestry or veteran status is a violation of law.

The use or promise of political influence based upon an official position, whether actual or anticipated, of favorable or retaliatory treatment of a merit system employee or position is a violation of law.

Merit system employees may not be solicited to make contributions of money or services to political parties or candidates.

KRS 18A.140(4) was amended through HB 149 of the 2010 General Session. The amendment now provides that merit system employees can be candidates for an elected office on a non-partisan basis, as long as the employee complies with KRS 61.080, and there is no conflict of interest with their existing state job duties. Employees shall also provide notice to their appointing authority of their intent to seek office. State merit employees cannot be a candidate for nomination or election to a paid partisan public office.

Permitted Activities for Classified (Merit) Employees

- Registration and Voting: Classified employees may register and vote in any election.
- Expression of Opinions: All persons subject to the personnel rules have a right to privately express their opinions on political subjects and candidates, but they may not take an active part in political management or political campaigns.
- Contributions: It is lawful for classified employees to make voluntary cash contributions to political parties, candidates, or organizations. However, it is unlawful for classified employees to make contributions of goods, services, or labor.

Permitted Activities For Classified (Merit) Employees, cont'd

- **Membership in Political Clubs:** Classified employees may join a political club and attend its meetings but may not hold office or serve on committees of the club.
- **Attendance at Political Rallies, Conventions, Etc.:** Classified employees may attend political rallies, conventions, etc., and may participate in the selection of committeemen and committeewomen. Classified employees may vote at the lowest level of the selection process for delegates to the party convention.
- **Badges, Buttons and Stickers:** It is lawful for classified employees to wear political badges or buttons and voluntarily display political stickers on their private automobiles. However, no political badges, buttons or other designations may be worn on official duty or while the employee is conducting official business of the Commonwealth.
- **Political Pictures and Signs:** It is lawful for classified employees to display political pictures or signs on their property.
- **Precinct Election Officers:** Classified employees may serve as precinct election officers at the polls.
- **Constitutional Amendments, Referenda, Etc.:** Classified employees may work actively for or against constitutional amendments, referenda or municipal ordinances in which they are interested, provided that state time and resources are not used for that purpose.
- **Transporting Voters:** Classified employees on their own time may transport friends or relatives to the polls as a civic gesture, but may not transport voters to the polls as part of an organized service to a political party, faction or candi-

Prohibited Activities for Classified (Merit) Employees

- **Political Party Involvement:** Classified employees are prohibited from serving on or for any political committee, party or other similar organization, or serving as a delegate or alternate to a caucus or party convention, but may vote in the selection of delegates to a party convention or in the selection of precinct committeemen or committeewomen.
- **Political Contributions:** A classified employee is prohibited from soliciting or handling political contributions.
- **Political Party Tickets:** A classified employee is prohibited from soliciting the sale of selling political party, faction or candidate items or tickets, but a classified employee may voluntarily purchase such items or tickets.
- **Political Club Involvement:** A classified employee is prohibited from serving as an officer of a political club, as a member or officer of any of its committees, of addressing such a club on any partisan political matters, or of being active in organizing it.
- **Political Meetings and Rallies:** A classified employee is prohibited from serving in connection with preparation for, organizing or conducting a political meeting or rally or addressing such a meeting on any partisan political matter therein except to vote.
- **Partisan Activity at Election Polls:** A classified employee is prohibited from engaging in partisan activity at the polls (at primary or regular elections) in the position of checker, challenger, or watcher, or in soliciting votes and assisting voters to mark ballots.
- **Candidacy for Office:** A classified employee is prohibited from becoming a candidate for nomination or election to any office, federal, state, county or municipal, which is to be filled in an election in which party candidates are involved (other than a per diem for school district, many school districts, etc. had payments attached); or from soliciting others to become candidates for nomination or election to such offices.
- **Nominating Petitions:** A classified employee is prohibited from initiating or circulating political nominating petitions.
- **Campaign Literature Distribution:** A classified employee is prohibited from distributing campaign literature or material.
- **Solicitation of Political Support:** A classified employee is prohibited from canvassing a district or soliciting political support for a party, faction or candidate, either in person or in writing.

Issue Advocacy for Classified (Merit) Employees

Employees are not prohibited from engaging in issue advocacy, OAG 94-3. However, employees are not permitted to engage in issue advocacy on state time, using state resources and in a manner which conflicts with official duties.

Political Activity Guidelines for Unclassified (Non-Merit) Employees

Elected officials and those public employees who work closely with elected officials will come into contact with political matters in the course of their official duties. Such employees must exercise great care to ensure their personal involvement in the political process does not evolve into the use of public resources to promote any individual political agenda. Merit system employees are prohibited from certain political activities, and limited in others, by KRS 18A.140. The Commonwealth's policy is set forth by the Personnel Cabinet, and has been, and will continue to be, emphasized to those covered employees. Non-merit system staff who are not prohibited from, or limited in, participating in political activities by KRS 18A.140 must adhere to the following:

Government resources Shall Not be used for any personal or political activity

Political activity is considered to be a personal activity for purposes of this policy and refers to volunteering or working for a political party or in a political campaign to elect or defeat a candidate as well as fund raising for a candidate or political party.

No officer or non-merit system employee can use official time or other resources, such as state cars, equipment, including telephones, computers, facsimile machines, supplies, stationary or related resources for personal activity or for any purpose not related to state government responsibilities.

Under all circumstances, employees shall not cause the expenditure of state resources, including time, for personal reasons. Such activity may subject a state employee to disciplinary action, up to and including theft by unlawful taking, theft by deception, theft of services, official misconduct, violations of the Executive Branch Ethics Code and state election laws.

Political Activity is not allowed on state time

Pursuant to KRS 18A.140, merit system employees are prohibited from engaging in political activity while on or off duty. Non-merit system state government employees at all levels (with certain exceptions such as members of the judiciary) are able to participate in political activities on their own time.

Non-merit system employees shall not engage in any political activity while in their offices or on duty. This means that non-merit system employees must volunteer to work after office hours on campaigns or take leave to work on campaigns through the use of compensatory time, vacation time or leave of absence without pay. If someone calls or visits you while you are in a government office and/or on government time and wants to discuss a political contest, advise the individual that as a state employee, you cannot engage in political activities while on duty. It is inappropriate for you to be discussing politics while in a state building or while on state time. If you choose, you may suggest continuing the conversation when you are off duty.

Under no circumstance, shall campaign or political party workers travel in or utilize state vehicles for other than official purposes.

All non-merit system employees may participate as speakers, panelists and honored guests at political events including fund raising and they can have their names on a invitation as long as their official titles are not used (i.e., an invitation can say "the Honorable John Smith" will be a featured speaker at a fund raiser but not "Director of the Office of Local Development, John Smith.")

Telephone Usage

In compliance with laws restricting the use of state properties, state telephones are for the purpose of conducting state business. The use of state government telephone resources for personal reasons shall be subject to a rule of reasonableness which permits a minimal number of personal calls for matters related to family, medical, emergency or other personal reasons for which it would not be practical or reasonable for an employee to refuse to return or make such a call. All state employees must report long distance usage, cell phone and blackberry usage to the Commissioner or Deputy Commissioner and make arrangement to reimburse the State Treasury for such personal calls. The use of private telephone resources by non-merit system employees for political purposes should not occur in state office buildings or while on state time.

Computers, Copiers, Equipment, Supplies, Office Space, Vehicles

Employees are not permitted to use state-owned computer, copiers, equipment, supplies, office space or vehicles for campaign activity.

Political Activity Guidelines for Unclassified (Non-Merit) Employees

Mail, E-Mail, Deliveries and FAX Transmissions

State employees are not permitted to use state mail, delivery, postage, e-mail, (including blackberries) or FAX machines for any political purpose or campaign activity. Employees shall not direct anyone to send mail, e-mail, deliveries or FAX transmissions of a personal or political nature to the office. If someone sends you mail, e-mail, a delivery or a FAX transmission about personal or political activity, you should immediately inform the sender that campaign activity is prohibited on state time or with state resources and offer a more appropriate means of communication. For example, your response could be [Thank you for your note, however, this email system is for official state business only. Please contact www.stevebeshear.com, P.O. Box 427, Frankfort, KY 40604 when sending personal or political messages of this nature in the future. I appreciate your understanding.] You should document that you received the mail, e-mail, delivery or FAX transmission about campaign activity without your prior knowledge and that you advised the sender of an alternative manner of communication. Documentation should be forwarded to the General Counsel with the mail, e-mail, delivery or FAX transmission.

Travel Costs

Any cost of travel for political purposes is not to be paid by the Commonwealth.

Reimbursement

You should never engage in any personal activities which cause the expenditure of state funds. If your actions inadvertently cause the expenditure of state funds for what is a personal or political activity, you must reimburse the state immediately for the expenditure.

Office Records and Confidentiality

All persons, including any campaign representatives, who request to inspect or copy office records which are "open records" available for public inspection, must comply with the provisions of the Kentucky Open Records Act (KRS 61.870.84), including the requirement that the person submit a written request and reimburse the agency for copying costs. Office information that is not an "open record" available for public inspection, may be considered exempt and confidential and shall not be divulged without other legal authority to do so such as a court order, law enforcement investigation or appropriate litigation discovery request. The General Counsel should be consulted.